

Job Title	Senior Policy Associate- Municipal Tax and Budget Expert
PVN ID	VB-2304-005586
Category	Managerial and Professional
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	CUNY Institute for State & Local Governance
Status	Full Time
Annual Salary	\$80,000.00 - \$100,000.00
Hour(s) a Week	35
Closing Date	Feb 06, 2024 (Or Until Filled)

General Description

The CUNY Institute for State and Local Governance has a mission to improve the financing, delivery, and measurement of critical public services through research, technical assistance, and education. We lead projects aimed at reforming the criminal justice system, measuring urban inequality, expanding the reach of social service providers, and more. Each project has a dedicated team of research and policy experts who collaborate closely with internal and external organizations. Our staff have the opportunity to work with colleagues and supervisors across projects and with different types of expertise. We are seeking new team members with enthusiasm to shape the future of state and local policy.

Our goals for diversity and inclusion

We strive to foster an office environment and an approach to work that welcomes and respects different perspectives, backgrounds, and life experiences. We are working towards our goal of recruiting and retaining staff and board members who are diverse in terms of race, national origin, sexual orientation, gender identity or expression, age, religion, veteran status, socioeconomic status, disability, and justice system involvement.

Who we are looking for

We are interested in growing CUNY ISLG's Operations Team with the hire of a Senior Policy Associate-Municipal Tax and Budget Expert that will work with our team to provide guidance on efficiency and effectiveness measures for governmental and not-for-profit organizations. The primary focus of the position will be to provide expertise in municipal and state taxes and budgets, develop strong understanding of the interplay and sources of funds between multiple levels of government and analyze data and make recommendations to jurisdictions on tax policy and funding priorities. Near-term projects will include working with client jurisdictions that are considering implementing new taxes and fees to meet their budget needs:

- Conduct research on federal, state and municipal tax and budget policies and their impacts on local economies
- Collect and analyze data on state and municipal taxes and budgets in nearby and similarly sized cities
- Work with our team to develop comparative analyses of municipal tax and budget policies in different

- cities and provide recommendations on best practices for our clients
- Estimate incidence of proposed tax or fees to understand potential burden and impact on municipal revenues
- Develop reports and presentations summarizing findings and recommendations
- Collaborate with clients to help them understand the implications of different municipal tax and budget policies, and to develop strategies for implementing them effectively
- Provide training and guidance to clients on municipal tax and budget policy issues as needed

*Our office is located in New York City and the position will be housed there over the long-term, however, work will be **remote in the immediate term**.*

Other Duties

Qualifications

We would love to hear from you if you have:

- Bachelor's degree in economics, public policy, accounting or a related field (Master's degree preferred)
- Two to five years of experience in municipal tax and budget analysis and policy development
- Experience working with local governments or not-for-profit organizations preferred
- Strong analytical skills and ability to work with large datasets
- Excellent written and verbal communication skills
- Ability to explain complex calculations and analysis to stakeholders with varying levels of subject matter expertise
- Ability to work independently and as part of a team
- Strong attention to detail and ability to manage multiple projects simultaneously

This is a full-time position in New York City with a salary range of \$80,000 to \$100,000 and excellent benefits, including:

- Comprehensive medical/dental/vision insurance
- Paid vacation and personal days
- Paid sick leave
- CUNY tuition reimbursement program
- Pre-tax benefits for transit and healthcare costs
- Family/parental leave
- Life insurance
- A retirement plan with employer contribution.

Our staff also benefit from:

- A positive work/life balance.
- Opportunities for advancement within the organization.
- Engagement with the broader CUNY network.
- Working with organizational leadership who have years of significant public sector and policymaking expertise.

How to Apply

Please include a cover letter describing your qualifications and interests and attach your curriculum vitae when applying through the PVN. Questions can be addressed to info@islg.cuny.edu.